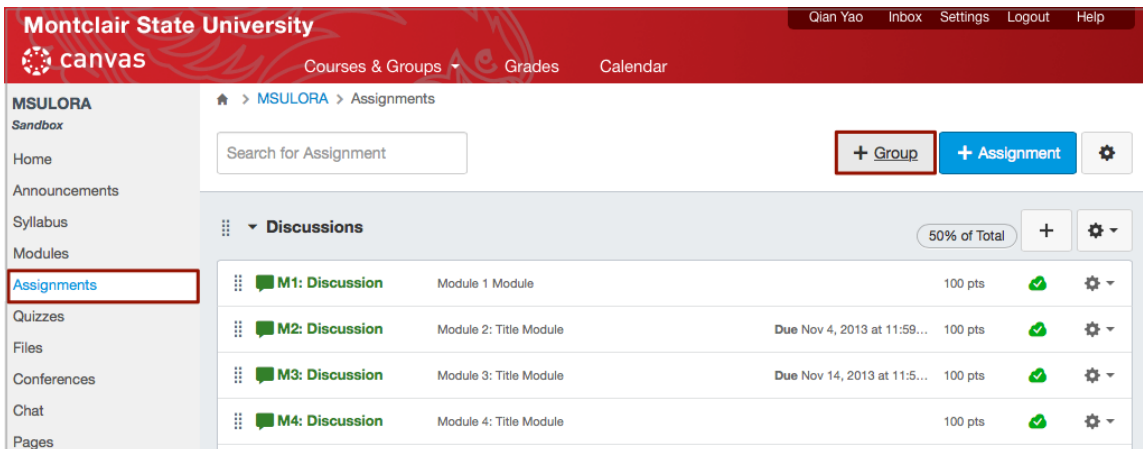


Canvas: Creating Assignment Groups

Creating assignment groups in Canvas helps you to organize your assessments. You can also weight the final grade based on assignment groups.

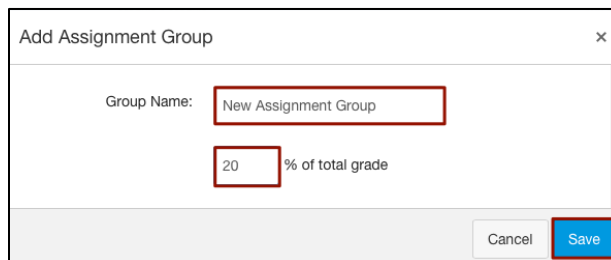
Creating a New Assignment Group:

- 1) Click **Assignments** in course navigation
- 2) Click **+Group**



Group Name	Module	Points	Status
M1: Discussion	Module 1 Module	100 pts	✓
M2: Discussion	Module 2: Title Module	100 pts	✓
M3: Discussion	Module 3: Title Module	100 pts	✓
M4: Discussion	Module 4: Title Module	100 pts	✓

- 3) Type the **Group Name**
- 4) If weighting, type the percentage for this assignment group
Note: if the % of total grade is not available, you need to turn the weighting on via Assignment Settings. See page 2 for instructions.
- 5) Click **Save**



Add Assignment Group

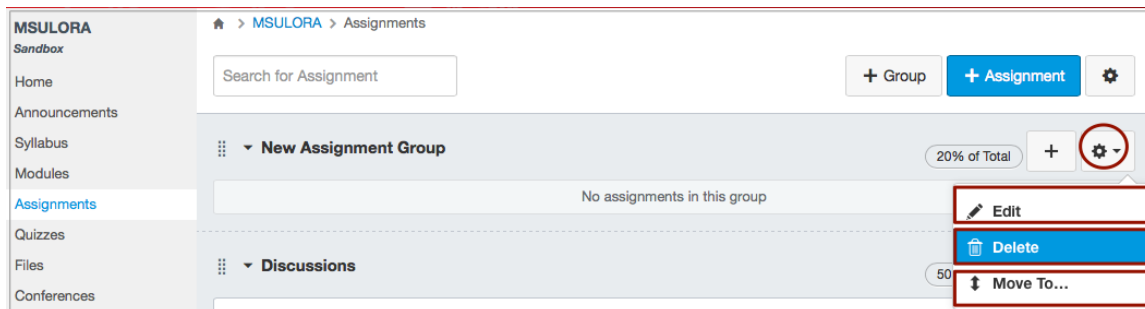
Group Name:

% of total grade

Cancel Save

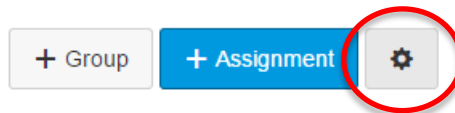
Managing an Assignment Group:

- 1) Click the gear icon for the Assignment Group
- 2) Choose one of the following:
 - **Edit** - to change the assignment group name and/or the weighted percentage
 - **Delete** - to delete the assignment group
 - **Move To** - to rearrange an assignment group



Turn Weighting On:

- 1) Click **Assignment Settings**



- 2) Check **Weight final grade based on assignment groups**
- 3) Click **Save**

